



## Chapter 15 – Special Categories of Personnel

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## **REFERENCES**

- (a) DOD Instruction 1400.25, Volume 2015, "Special Categories of Personnel," November 17, 2011
- (b) SECNAV Instruction 12900.2a, "Defense Civilian Intelligence System," February 8, 2013
- (c) Section 1601 of Title 10, United States Code
- (d) Section 2101 and 2103 of Title 5, United States Code
- (e) Naval Intelligence Defense Civilian Intelligence Personnel Systems (DCIPS) Manual, July 25, 2014
- (f) DOD Instruction 1400.25, Volume 351, "DoD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closures of Installations and Reductions of Contract Operations in the United States," January 19, 2011
- (g) DOD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," November 4, 2013
- (h) DON Civilian Human Resources Manual, January 2003

1. **PURPOSE.** To establish policy, assign responsibilities, and provide guidance for managing special categories arising from requirements of national security and operations within the Naval Intelligence Enterprise.

## 2. **APPLICABILITY.**

2.1. This chapter applies to all Department of Navy (DON) Intelligence and Intelligence Support civilian personnel who have been appointed under Section 1601 of Title 10, United States Code, reference (b). Organizations managing DON Defense Civilian Intelligence Personnel (DCIPS) employees covered by this policy shall be referred to hereinafter as the "Entities with DON DCIPS positions (EDDPs)".

2.2. This chapter does not apply to members of the Defense Intelligence Senior Executive System (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in other DON DCIPS chapters.

3. **POLICY.** Special categories of personnel are required to support national security operations. This chapter is intended to set internal policy aligned to DCIPS policy in order to manage special categories of DON DCIPS personnel.

## 4. **RESPONSIBILITIES.**

4.1. The **Head, Naval Intelligence Activity (NIAH)** shall:

4.1.1. Establish the strategic direction for the special categories program, provide the overall program application, and approve operational framework for the administration of DCIPS special categories policy within the Naval Intelligence Enterprise.

4.1.2. Identify special categories of personnel which are not addressed in DCIPS policy, but are required to support national security operations within the Naval Intelligence Enterprise.

4.1.3. Delegate authority to the Naval Intelligence Chief Human Capital Officer as appropriate to implement this policy.

4.1.4. Submit requests for exceptions to DCIPS policy and procedures to the Under Secretary Defense Intelligence (USD(I)) Human Capital Management Office (HCMO) for approval in accordance with DoD Instruction 1400.25, Volume 2015, reference (a).

4.1.5. Develop, in collaboration with the Director of Intelligence, Headquarters Marine Corps (HQMC) and the Entities with DON DCIPS (EDDPs), DCIPS policies, procedures, programs, and requirements for the DON DCIPS Community in accordance with reference (b).

4.2. The **Naval Intelligence Chief Human Capital Officer (CHCO)** shall:

4.2.1. Provide executive advice and consultation to the NIAH on DON DCIPS Special Categories of personnel supporting national security operations and requirements.

4.2.2. In conjunction with the Director, Office of Civilian Human Resources (OCHR) Headquarters, develop, publish, and oversee the policies governing special categories of personnel.

4.2.3. Ensure implementation of DCIPS Special Categories programs and monitor compliance through reporting and program evaluation as outlined in DON DCIPS Chapter 13, reference (e).

4.3. The **Directors of Civilian Human Resources (DCHR)** with DCIPS employees shall:

4.3.1. Provide advice and guidance on special categories of personnel and related matters to their respective EDDPs as outlined in this chapter.

4.3.2. Ensure that special categories of personnel are appointed and utilized in accordance with applicable law, policy, and intent as required by national security operations and requirements.

4.3.3. Conduct periodic assessments of special categories of personnel to ensure categories continue to meet the requirements of national security operations and requirements.

4.4. The **Human Resources Directors (HRD)** servicing DCIPS employees and associated special categories of personnel shall:

4.4.1. Implement DCIPS special categories programs in compliance with DoD, DON, Office of Personnel Management (OPM) and applicable Naval Intelligence DCIPS Chapters.

4.4.2. Review and adjudicate all DCIPS special categories program decisions.

4.4.3. Present the DCIPS special category requirements of EDDP Heads, supervisors, and managers to OCHR.

4.4.4. Verify that OCHR certifies personnel actions and processes requests for personnel actions (RPA) or entitlements for the DON DCIPS Community.

4.4.5. Provide advice, assistance, and training to applicable OCHR staff on DON DCIPS programs with connections to special categories of personnel.

4.5. The **Heads of Entities with DON DCIPS Positions (EDDPs)** shall:

4.5.1. Manage special categories programs and issue supplemental guidance in accordance with this chapter and applicable implementing guidance and operating procedures.

4.5.2. Coordinate with the Human Resources Office servicing DCIPS employees to identify special categories of personnel required to support national security operations, but are not addressed in DCIPS policy.

4.5.3. Identify special categories of personnel and submit issues or requests for exceptions to DCIPS policies or procedures pertaining to personnel administration of special categories of positions and employees to the Office of the NIA CHCO.

4.6. The **Supervisors and Managers** shall:

4.6.1. Adhere to all merit system principles and applicable policy and law when handling all personnel matters including but not limited to recruitment and placement, performance management, disciplinary actions, and awards management.

4.6.2. Coordinate with EDDP Head and the Office of the NIA CHCO to ensure all recruitment and placement requests for special categories of personnel have been properly vetted and approved in accordance guidance outlined in this chapter.

## 5. **PROCEDURES.**

5.1. **Special Categories of Personnel.** EDDPs with special categories of personnel, as defined in this chapter, whose personnel or positions are not covered by DCIPS policy in their entirety (excluding DISES and DISL personnel) shall address such personnel consistent with this chapter and DCIPS policy, to the extent practicable. Such circumstances may occur when:

5.1.1. Implementing the U.S. Federal Wage System (FWS) for job classification, compensation, reduction-in-force (RIF), and position management for hourly-rate employees.

5.1.2. Developing and implementing remuneration plans for local foreign nationals.

5.1.3. Developing and implementing policy for the employment of foreign nationals within and outside the continental United States in accordance with DoD regulations and governing local agreements and plans.

5.1.4. Encountering other special categories of personnel not addressed in established DCIPS policy such as Third Country Nationals.

## **5.2. Procedures, Regulations, and Other Guidance.**

5.2.1. NIAH may develop and review all EDDP-developed procedures, regulations, and other guidance pertaining to personnel administration of special categories of personnel or positions. Any procedures, regulations, or other guidance developed in accordance with paragraph 5.1. must be provided to the Office of NIA CHCO for approval not less than 30 days prior to the effective date of the guidance.

**6. EXCEPTIONS TO THIS POLICY.** Heads of EDDPs are responsible for identifying special categories of personnel and requesting exceptions to policy regarding their administration by NIAH. The template for requesting exceptions can be found in Appendix A.

6.1. All submissions must be unclassified. Requests for exceptions containing classified information must be submitted in a separate classified enclosure through appropriate channels.

6.2. If granting an exception would violate or conflict with a DCIPS policy or procedure, NIA CHCO must be provided with a written request for approval of the proposed exception.

## **7. RECRUITMENT OF SPECIAL CATEGORIES OF PERSONNEL.**

7.1. Unless otherwise specified in this chapter, special categories of personnel shall follow applicable laws, policies, and procedures in place for recruitment and placement for the personnel system of the respective category.

7.2. The NIA CHCO maintains the authority to provide recruitment and placement expertise consultation on recruitment and placement for special categories of personnel covered by this chapter. The processes for submitting RPA may follow those as outlined in Employment and Placement, DON DCIPS Chapter 5, reference (e).

## **8. CLASSIFICATION AND POSITION ALIGNMENT FOR SPECIAL CATEGORIES OF PERSONNEL.**

8.1. The Civilian Intelligence Personnel Office (CIPO) maintains classification and position alignment authority for special categories of personnel supporting DCIPS organizations throughout DON.

8.2. Unless otherwise specified in this chapter, classification or position alignment of special categories of personnel shall be completed in accordance with existing classification or position alignment standards for the respective category of personnel. Requests for classification or position alignment may follow the processes as outlined in Occupational Structure, DON DCIPS Chapter 7, reference (e).

8.3. Position classification for federal wage grade positions shall be in accordance with the Office of Personnel Management's (OPM) Federal Wage System job grading standards.

## **9. PERFORMANCE MANAGEMENT FOR SPECIAL CATEGORIES OF PERSONNEL.**

9.1. Unless otherwise stated in this chapter, special categories of personnel shall follow existing DoD and DON performance management policies and procedures in place for the personnel system of the respective category of personnel.

## **10. COMPENSATION FOR SPECIAL CATEGORIES OF PERSONNEL.**

10.1. Unless otherwise stated in this chapter, pay for special categories of personnel shall be aligned with existing pay scales and compensation requirements for the respective category of personnel.

10.2. Compensation for federal wage system employees shall be aligned to the existing wage schedule managed by the Defense Civilian Personnel Advisory Service (DCPAS).

## **11. WORKFORCE SHAPING FOR SPECIAL CATEGORIES OF PERSONNEL.**

11.1. DON DCIPS Chapter 4, Adjustment in Force, reference (e), does not apply to special categories of personnel hired within DON DCIPS EDDPs. Unless otherwise stated in this chapter, personnel action relating to workforce shaping for special categories of personnel will adhere to existing OPM, DoD and DON policy and guidance for the respective personnel category. For example, federal wage system personnel shall follow the policy and guidance set forth in DoD Instruction 1400.25, Volume 351



and applicable DON Reduction in Force (RIF) guidance and policy in accordance with reference (f).

## **12. AWARDS AND RECOGNITION FOR SPECIAL CATEGORIES OF PERSONNEL.**

12.1. DON DCIPS Chapter 8, DON DCIPS Awards and Recognition, reference (e), does not apply to special categories of personnel. Specifically, DCIPS Quality Increase (DQI) and DCIPS Sustained Quality Increase (SQI) do not apply to special categories of personnel. Special categories of personnel within DON DCIPS EDDPs shall adhere to policy and guidance set forth in DoD Instruction 1400.25, Volume 451, reference (g), and applicable DON Civilian Human Resources Manual (CHRM) Awards subchapters, reference (h).

APPENDIX A

SAMPLE FORMAT - REQUEST FOR EXCEPTION TO POLICY

(Letterhead)

(DATE)

MEMORANDUM FOR REQUESTING EXCEPTION TO DEFENSE CIVILIAN  
INTELLIGENCE PERSONNEL SYSTEM (DCIPS) POLICY

SUBJECT: Request Exception to DCIPS Policy

1. Reference applicable DON DCIPS Policy Volumes.
2. I hereby request an exception to DON DCIPS Policy to **(list the volume, page, and paragraph/section)**. Indicate if the request is for a temporary or permanent exception.
3. Justification. Provide a detailed explanation of why the command or special category of personnel requires an exception from DON DCIPS policy. The justification should include, at a minimum, the following:
  - a. Issue.
  - b. Unique situation or circumstances of the personnel in question.
  - c. Why the current policy is ineffective, inappropriate or otherwise not optimum for the personnel in question.
  - d. The effect / consequences of not granting the exception.
  - e. Other information that may be critical when deciding if an exception is warranted.
4. POC for this action **(include name, rank/title, position, phone number, and email address)**.

(Signature Block)

## GLOSSARY

**Defense Civilian Intelligence Personnel System (DCIPS) positions.** Positions engaged in intelligence or intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills and abilities, and those positions that serve in direct support of intelligence functions within a DON non-intelligence component.

**Entity with DON DCIPS Positions (EDDP).** Any organization which employs one or more DON Intelligence/Intelligence Support employees who have been appointed under the Defense Civilian Intelligence Personnel System (DCIPS), Section 1601 of title 10, United States Code

**National Security Operations.** Activities which are mobilized to respond to national security requirements for an indeterminate period of time.

**Special Categories of Personnel.** An individual or a group of individuals not covered elsewhere in the DON DCIPS Manual reference (e), DON DCIPS Chapters 1 to 14, mobilized to perform national security operations for an indeterminate period of time.

**Federal Wage System.** A uniform pay-setting system that covers Federal appropriated fund and non-appropriated fund blue-collar employees who are paid by the hour.

**Foreign National Employee.** An individual who is employed by or performing work for U.S. forces outside the United States, its territories, and possessions in a system of employment established in accordance with this chapter.

**Third Country National.** Third country nationals who are individuals employed by a United States mission abroad and are neither a citizen of the US nor of the country to which assigned for duty.